

## WITS Prevention Webinar Notes

---

Monday, October 22, 2018 | 9:00 am

- I. Welcome
- II. Overview of the Agenda
- III. Data Entry
  - Individual Based (strategies linked to groups and sessions)
    - Enter the end date for old groups, so they will not show up when you click on group list
    - For new groups, DO NOT enter an end date
    - Select current plan name when adding new groups (we are working with FEi to expire the FY18 plans)
    - When adding group sessions, enter actual session date in start date field
  - Community Based (Strategy Implementation)
    - Select the current plan name
    - Frequency: One-Time or Recurring
      - One-Time: community health fairs, presentations, staff/volunteer trainings, newsletters, etc.
      - Recurring: a series of recurring meetings with the same participants and the same topic (e.g. Coalition meetings, policy meetings, etc.)
  - One Time Intervention
    - DO NOT enter data here because WITS will not include the data in the reports
  - Indirect Hours (Indirect Units)
    - Optional
    - Currently you able to track for Community Based (Strategy Implementation)
    - A future enhancement will allow tracking indirect hours for Individual-Based
    - Track indirect hours separately from activity/session hours (direct hours)
  - Avoiding Lockouts
    - Different types of lockouts
      - Agency Lockout
        - Occurs when user does not log in for at least 30 days
        - Agency Administrator can unlock user
        - To unlock user
          - Go to: Staff Members → View Profile → Edit → User Account → Enable → Done Editing
      - System Lockout
        - Occurs when user does not log in for at least 60 days
        - Only Yoseb (Jay) can unlock user
      - Network glitches may occur and can lock user out
      - Not logging off (i.e. clicking on the “X” rather than “Logout”)

- It is recommended to have more than one agency administrator
- **Send your contract manager a list of your agency administrators**
- If user forgets password, Agency Administrator can reset credentials

#### IV. SSRS Reports

- If you do not see “SSRS Reports” in the top right corner, you do not have access
- For access, email a request to Yoseb (Jay) and include your WITS username
- Suggestions for reports

#### V. Technical Assistance (TA)

- Cc WITS Help Desk ([witshelp@doh.hawaii.gov](mailto:witshelp@doh.hawaii.gov)) when emailing contract managers about WITS problems
- Yoseb (Jay) will conduct face-to-face TA on the neighbor islands
  - **If interested, email [Yoseb.Afsharzadeh@doh.hawaii.gov](mailto:Yoseb.Afsharzadeh@doh.hawaii.gov) with possible dates and times**
- [WITS Resource Website](#)
  - Sign In: Forms Authentication → User Name: adadprovider@gmail.com → Password: Provider12# → Sign In → Prevention Folder
- Questions and Answers
  - How to go about adding old kids from a different program to a different current program (e.g. 2017 TGDV to 2018 Positive Action)?
    - Previously entered participants are still in the system, so you can select those participants from the dropdown box when creating the new group
  - How do I input Leadership Meeting, Coalition Meeting and Youth Camp?
    - If needed, add a planned strategy for Multi-Agency Coordination and Collaboration/Coalition
      - Go to: Plan → Planned Strategies → Add New Strategy → Strategy: Multi-agency coordination & collaboration → Planned Start Date: Start of contract year → Socio-ecological Domain: Community → Service Population: Civic Groups/ Coalitions → Evidence-based Type: None → IOM Category: Universal Direct → Geo type: City/Town or County → Available City/Town or County: Select all that apply → CSAP Categories: Community-Based Process → Add Objectives → Add Planned Expenditure: Funding Source Type: Select funding source of the Contract
    - Entering the data
      - Go to: Strategy Implementation → Add → Plan: Select current plan → Strategy Frequency: Recurring → Description: Coalition Meeting → Continue to fill out the fields highlighted in yellow
      - If you are attending the meeting, enter data for staff in attendance
      - If you are facilitating the meeting, enter data for all participants in attendance

- Note: If the Strategy Frequency is One-Time, the IOM Category should be Universal Indirect
- For the intake date [when adding a new participant], do we use the actual date of first class?
  - No, enter 7/1/18

VI. Closing - Alan

- Reminders
  - WITS data entry for July – September and Quarter 1 Reports were due on the 15<sup>th</sup>. If more time is needed, contact your contract manager.
  - An additional section was added to the Quarterly Report – IOM and Risk Category.